E-RATE 2018 FORM 471 FOR CATEGORY TWO

In this presentation...

- Eligible Services List
- Bid Evaluations
- Category Two Contracts
- Category Two Budgets
- Step by Step through the Category Two Form 471
 - Internal Connections
 - Basic Maintenance of Internal Connections
 - Managed Internal Broadband Services
- After You've Filed
 - Printing Final PDF and Receipt Acknowledgement Letter (RAL)
 - Submitting Corrections to the Form 471 (RAL Modifications)
 - Application Review
 - Post-Commitment Changes

Disclaimers (1/2)



- This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can only come from the FCC and USAC.
- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.

Disclaimers (2/2)

KDLA does not endorse particular vendors or brands. Some brands, model numbers, and SKUs are shown in this presentation and/or sample documents in order to demonstrate best practices for E-rate form filing.

The E-rate Process

E-rate Funding Years - Dates to Remember

	Form 470 – Competitive Bidding	Form 471 – Application to Request Discounts	Form 486 – Service Start Date + CIPA Certification	Recurring Services (Category 1 or 2)	Invoicing Deadline (Recurring Services)	Non-Recurring Category 2 Purchase/ Installation	Invoicing Deadline (Non-Recurring Services)
FY 2016-17 (FY 2016)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2016 To June 30, 2017	October 30, 2017	April 1, 2016 To Sept. 30, 2017	January 29, 2018
FY 2017-18 (FY 2017)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2017 To June 30, 2018	October 28, 2018	April 1, 2017 To Sept. 30, 2018	January 28, 2019
FY 2018-19 (FY 2018)	February 22, 2018 (Last date to start bidding)	January 11, 2018 to March 22, 2018 (Filing window)	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2018 To June 30, 2019	October 28, 2019	April 1, 2018 To Sept. 30, 2019	January 28, 2020
Notes	Most libraries go through competitive bidding each year	All libraries must file the Form 471 every year to receive discounts	FCDL = Funding Commitment Decision Letter	Internet and Phone Service are Recurring	May request one 120-day extension before deadline	Non-recurring = one-time purchases	May request one 120-day extension before deadline

https://kdla.ky.gov/librarians/programs/e-rate/Documents/E-rate%20Process%20-%20Dates%20to%20Remember.pdf

Purpose of the Form 471

- The Form 471 is used to request discounts on services that were competitively bid for a minimum of 28 calendar days through a Form 470 (unless exempted by FCC rules).
- All applicants must file a Form 471 <u>every</u> year to receive discounts.
- Must file separate 471s for Category One & Two
- Deadline: Thursday, March 22nd at 11:59 p.m. ET very bad idea to wait in case you have problems!

C2 Eligible Services List

What Qualifies for E-rate?

- The full E-rate Eligible Services List (ESL) can be downloaded from:
 - http://www.usac.org/sl/applicants/beforeyoube gin/eligible-services-list.aspx
- Eligible services are separated into two broad categories:
 - Category One: Connectivity to the Building
 - Category Two: Connectivity to the Device

CATEGORY TWO (1/2)

Internal Connections

- Cabling, connectors, & related components
- Switches and routers
- Racks**
- Access points
- Antennas
- Caching
- Wireless controller systems
- Firewalls**
- UPS (Uninterruptible Power Supply)**
- Software supporting components on the list used to distribute broadband through the library

**Some restrictions apply

More flexibility –
equipment can be
installed as soon as
April 1, 2018 or as late
as September 30,
2019.

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).

CATEGORY TWO (2/2)

Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Managed Internal Broadband Services (MIBS)

• 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)



Funds for Learning has a good explanation of Basic Maintenance of Internal Connections (BMIC).

Miscellaneous

- May fall under Category One or Two:
 - Taxes, surcharges, and other similar, reasonable charges
 - Rental or lease fees for eligible components
 - Shipping
 - Training
 - Installation and configuration
 - May be performed by a 3rd party rather than the vendor who sold the equipment

CIPA compliance

- Children's Internet Protection Act (CIPA) compliance:
 - Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services
 - 3 elements of compliance:
 - Technology Protection Measure (filter)
 - Internet Safety Policy
 - Public Meeting prior to adopting Internet Safety Policy
 - View archived training from KDLA:
 http://kdla.ky.gov/librarians/staffdevelopment/Pages/
 /KDLAArchivedWebinars.aspx

Bid Evaluations

Bid Evaluations (1/2)

- Don't make any decisions or sign contracts until your Allowable Contract Date (ACD) is reached
 - Generally ACD is 28 calendar days after you filed the Form 470, but may be later if you indicated a different date in RFPs
 - You may continue to collect bids after the ACD is reached unless an RFP specifies a due date
 - If you received only 1 bid, then you should email yourself to memorialize this fact
 - You may contact vendors to request cost proposals in response to your Form 470

Bid Evaluations (2/2)

- Must evaluate all valid bids using cost as the primary factor
 - You should respond to requests for additional information needed to create a responsive bid.
 - Spam generic email asking you to call or email to request a quote— is not considered a responsive bid and you don't have to respond.
 - You may disqualify certain bids if you stated those disqualification factors on the Form 470.
 - You may consider relevant State Master Contracts as bids while public libraries may purchase internet or phone services from the KIH3 contract, they are NOT eligible to purchase off the KETS equipment contracts for Kentucky schools

Sample Bid Evaluation

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:

Vendor:

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.



Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of 92 points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: http://usac.org/sl/applicants/step02/default.aspx

More on C2 Bid Evaluations

- Some factors you may want to consider on C2 bid evaluations:
 - Required features of a product or service that you listed on the Form 470/RFP
 - More points to vendors that can provide all services/products requested
 - Installation can vendor perform service during timeframe required?
 - Invoicing can the vendor apply the discount to the invoice upfront (SPI invoicing)

Eligibility Questions

- Check with the vendor or manufacturer to ensure that you understand the E-rate eligibility for the product/service listed on the cost proposal
 - Example: Firewalls while the firewall appliance (hardware) is generally 100% E-rate eligible, the firewall license for content filtering is not. Sometimes the appliance and license are sold as a bundle that is partially eligible – check the SKU.
 - When in doubt list all the SKUs for the firewall components on the 471, but don't be surprised when a particular line item is denied or deemed partially eligible
 - Search online for the manufacturer's E-rate page they sometimes have eligibility lists by SKU or have an email address to contact for eligibility questions

E-rate Document Retention

- Document retention keep these 10 years after the last date of service for FY 2018-19 (September 30, 2029 for Cat2!):
 - The FCC Form 470 and RFP(s), if one is issued
 - Questions from potential bidders and your answers
 - Copies of winning and losing bids (including disqualified bids)
 - Final bid evaluation matrix and any supporting documentation
 - The contract, if one is signed.

Good C2 Contracts

What should your contract paperwork include to make application review easier?

Elements of a Good Contract (1/2)

- Vendor name, SPIN, and contact info
- Library name and address; if relevant, branch where service will be performed
- Account number or quote number (optional)
- Brand, model, and SKU for equipment
- Line items that show description, quantity, unit cost, and extended cost
- For Basic Maintenance and MIBS/Managed Wi-Fi contracts – description of service and equipment to be maintained or managed (brand/model)

Elements of a Good Contract (2/2)

- Service start and end dates What period does the contract cover and/or when will the pricing expire?
 - Optional: date cost proposal was submitted
- Signature of Library representative and date of signature/acceptance
 - Alternative: copy of email sent to vendor to indicate acceptance

Contract Examples

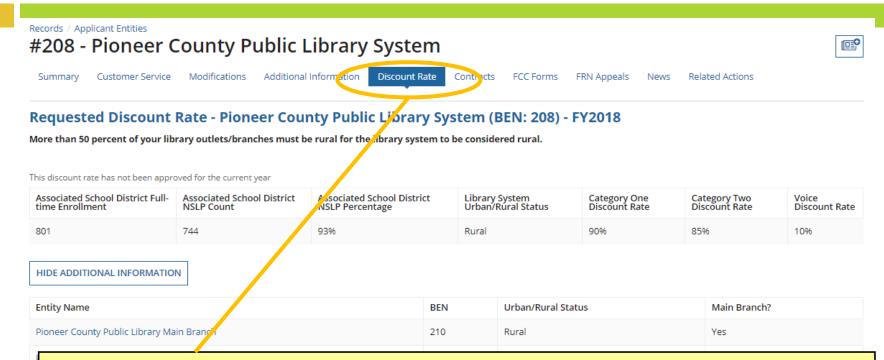
- During live presentation, we'll look at example contracts for each type of Category Two request:
 - Internal Connections
 - Basic Maintenance of Internal Connections
 - Managed Internal Broadband Services (Managed Wi-Fi)

SPINs for C2 Vendors

- In order to receive discounts, your vendor must have a Service Provider Identification Number (SPIN)
 - Best practice: Make including the SPIN a disqualification factor on the Form 470 or RFP – automatically disqualify bids that don't include the SPIN
 - It's possible to file a Form 471 listing a temporary SPIN (14366666), but the temp SPIN must be replaced before you can receive discounts
 - In addition to filing paperwork to receive a SPIN (one-time), vendors must also file a Form 473 Service Provider Annual Certification every funding year for applicants to receive discounts vendors that drag their feet on getting a SPIN will likely do the same on the SPAC

Discount Rate

Review Discount Rate



From My Landing Page, click on the link for your library or library system. Click on Discount Rate from the horizontal menu. If you see an error message, contact the KDLA Technology Consultant for assistance. Your discount rate may change in FY 2018-19 depending on what your local school district enters.

Discount Matrix

Discounts are similar for Category One and Category Two eligible services, but the top discount for Category Two is capped at 85%.

INCOME	CATEGO	RY ONE	CATEGORY TWO	
Measured by % of students eligible for the National School Lunch Program	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

Category Two Budgets

How Much C2 Can I Request? (1/2)

- Pre-discount budget is based on the square footage of each branch in your library system
 - Includes eligible kiosks and bookmobiles
 - Excludes administrative-only branches (called non-instructional facilities or NIFs)
- Each budget covers a 5-year period and is specific to each branch
- Exception: The costs for equipment/services shared by multiple branches will be divided between the branches for which support is sought.

How Much C2 Can I Request? (2/2)

- Currently \$2.35/square foot for almost all Kentucky libraries and is tied to inflation
- Some branches in densely-populated areas receive \$5.12/sq. ft. (see next slide)
 - Branch must have IMLS locale code 11, 12, or 21
- Minimum budget per branch is currently \$9,412.80 if less than 4,000 sq. ft.
- Can be spent all in 1 funding year or spread over several years.

Library branches that get \$5.12/sq ft

Based on 2015 IMLS library outlet survey data

BOONE	SCHEBEN BRANCH LIBRARY
BOONE	BOONE COUNTY PUBLIC LIBRARY (BURLINGTON)
BOONE	LENTS BRANCH (NEW HEBRON BRANCH?)
BOONE	WALTON BRANCH
BOONE	FLORENCE BRANCH
BULLITT	RIDGWAY MEMORIAL LIBRARY
BULLITT	MOUNT WASHINGTON BRANCH LIBRARY
BULLITT	HILLVIEW LIBRARY
CAMPBELL	COLD SPRING BRANCH
CAMPBELL	NEWPORT BRANCH
CAMPBELL	PHILIP N. CARRICO (FT THOMAS) BRANCH
FAYETTE	LEXINGTON PUBLIC LIBRARY
FAYETTE	TATES CREEK BRANCH
FAYETTE	NORTHSIDE BRANCH
FAYETTE	EAGLE CREEK BRANCH EASTSIDE BRANCH?
FAYETTE	BEAUMONT BRANCH
FAYETTE	VILLAGE BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	BON AIR REGIONAL BRANCH
JEFFERSON	CRESCENT HILL BRANCH
JEFFERSON	HIGHLANDS-SHELBY PARK BRANCH

JEFFERSON	MIDDLETOWN BRANCH
JEFFERSON	IROQUOIS BRANCH
JEFFERSON	JEFFERSONTOWN BRANCH
JEFFERSON	OKOLONA BRANCH
JEFFERSON	PORTLAND BRANCH
JEFFERSON	SHAWNEE BRANCH
JEFFERSON	WESTERN BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	FERN CREEK BRANCH
JEFFERSON	SAINT MATTHEWS/ELINE BRANCH
JEFFERSON	SHIVELY/NEWMAN BRANCH
JEFFERSON	SOUTHWEST REGIONAL BRANCH
JEFFERSON	WESTPORT BRANCH
JEFFERSON	FAIRDALE BRANCH
JEFFERSON	NEWBURG BRANCH
KENTON	ERLANGER BRANCH
KENTON	WILLIAM E. DURR BRANCH
OLDHAM	MAHAN-OLDHAM COUNTY LIBRARY
OLDHAM	SOUTH OLDHAM LIBRARY
	OLDHAM COUNTY PUBLIC LIBRARY
OLDHAM	(LAGRANGE)

What Changes My C2 Budget(s)?

- C2 budget is reduced: when C2 funding is committed.
 Even if the library doesn't purchase that equipment and request the discount, the C2 budget is still reduced.
 - Can file a <u>Form 500</u> to return unused C2 funding ask
 KDLA Technology Consultant for help
- C2 budget is increased: when the library gains finished, interior square footage during the funding year.
 - Make sure you have documentation proving what your new square footage will be before applying for discounts—blueprints, signed/dated letter from the architect, etc. You will be required to submit this documentation during application review.

Category Two Budget Tool

- The Category Two Budget Lookup Tool on the main USAC website has the most complete information about Category Two; it's been updated to include FY 2015-16, FY 2016-17, and FY 2017-18 funding commitment information. Enter entity numbers for each branch that qualifies for Category Two:
- https://sltools.universalservice.org/portalexternal/budgetLookup/

Before You File

Managing Connectivity Questions & Adding Contract Records

Before You File

- From Form 471 for Category One slides on KDLA
 E-rate Training & Assistance page:
 https://kdla.ky.gov/librarians/programs/e-rate/Pages/KDLA-Training-and-Assistance.aspx
 - Managing Connectivity Questions slides 15-19
 - Must enter information about the internet connection at every branch in the library, even ones that do not receive E-rate support for internet access
 - Adding Contract Records slides 20-35
 - You must create records on your profile for any purchases made through contracts/legally binding agreements. This is almost always the case for Category Two purchases.

Form 471 Walkthrough

Guide to Walkthrough Slides

- These walkthrough slides will show you the entire Form 471 for Category Two, including:
 - Basic Information and Entity Information (slides 39-46)
 - Internal Connections Network Upgrades (slides 47-68)
 - Basic Maintenance of Internal Connections (slides 69-85)
 - Managed Internal Broadband Services under continuing contract (slides 86-104)
 - Review and Certification (slides 105-111)
 - After You've Certified (slides 112-122)

Contact KDLA for Help

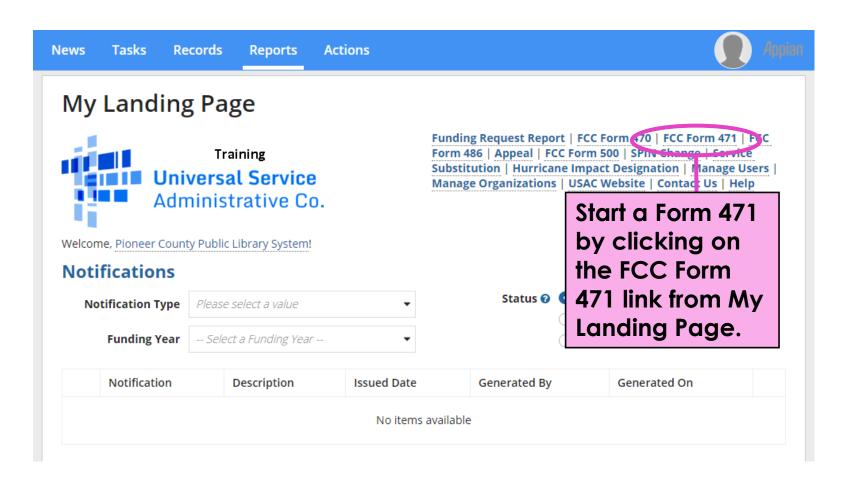
Please remember that KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: lauren.abner@ky.gov or (502) 564-1728

Basic Information and Entity Information

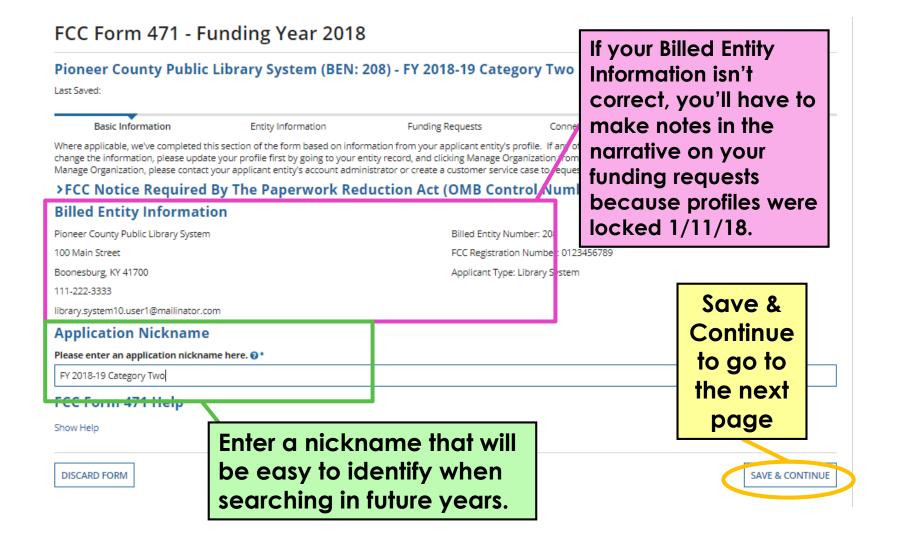
During webinar, live demo of the E-rate Productivity Center portal begins here.

Starting an FCC Form 471

E-rate Productivity Center URL: https://portal.usac.org/suite/



Application Nickname



Contact Information

Pioneer County Public Library	19 Category Two	- Form # 1810002	65	
Basic Information Enti Next, you will identify the individuals assisting in se Consultant Information	T comaci, you can	r EPC	ectivity Information	Certify
Contact Information Are you the main contact person? YES NO	Lau	uren Abner rary.system10.user1@mail 2-564-1728	e update your organization p	rofile.
Holiday / Summer Contact Info Lauren Abner lauren.abner@ky.gov 502-564-1728 Please provide any alternate contact information to use		informati same as info. Oth	list holiday on, even if the regular erwise, you	it's the contact risk that
Show Help BACK DISCARD FORM		the librar	I misunders y is open d —your appl ould be de	uring the ication

Category of Service

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/1/2018 8:27 PM EST

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1

- Voice
- Data Transmission and/or Internet Access

CATEGORY 2 J

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

FCC Form 471 Help

Show Help

BACK

eip

You can select only one Category of Service on each Form 471. Once you hit the Save & Continue button, you cannot change your selection.

SAVE & CONTINUE

Entity Information

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/1/2018 8:28 PM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute
	Rural	School District 1	145	Public Library System

FCC Form 471 Help

Show Help

This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue. SAVE & SHARL SAVE & CONTINUE

Related Entities

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last !

If any information about branches is incorrect, you'll have to make notes in the narrative because EPC profiles were locked 1/1/18.

formation

Certify

tion is incorrect, or you wish to change the menu. If you do not have access to Manage r applicant entity's profile.

Related Entity(ies) Information

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located.

Name 1	Entity Number	FSCS Cod e	Local e Code	Urban/ Rural Status	NIF	Total square footage of library outlet	ls this the main branch?	School District in which the main branch is located	School District Number in which the main branch is located	Library Attributes	Annexes
Loganville Branch Library	209			Rural	Yes		No				View Annexes
Pioneer County Bookmobile	211			Rural	No	120	No			Public Library, Bookmobile	View Annexes
Pioneer County Public Library Main Branch	210			Rural	No	16000	Yes	School District 1	145	Public Library, Main Branch	View Annexes

FCC Form 471 Help

Show Help

BACK DISCARD FORM

Annexes are mostly used by schools. I don't think any Kentucky libraries need to assign annexes.

SAVE & CONTINUE

Discount Calculation

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/1/2018 8:28 PM EST

Basic Information Entity Information Funding Requests Connectivity Information Certification

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Requested Discount Calculation

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
801	744	93%	Rural	90%	85%	10%

SHOW ADDITIONAL INFORMATION

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

EPC automatically pulls the urban/rural status from your library system's profile and the school lunch data from the appropriate district's profile.

SAVE & CONTINUE

Example FRN: Internal Connections

Example of a funding request for network upgrades including cabling, access points, and switch

Understanding this FRN

Qty	Description	Unit Price	Ext. Price
10000	Belkin Cat6 cable, gray – part # A7L704-1000	\$0.30	\$3,000.00
2	Tripp Lite 48-Port Cat6 Patch Panel – part #N252-048	\$133.99	\$267.98
2	Panduit J-PRO Cable Support System - cable hook (50	\$6.99	\$13.98
	count) – part #JP131CMB-L20		
110	Belkin 3ft CAT6 Ethernet Patch Cable Snagless, RJ45,	\$5.99	\$658.90
	M/M, Blue – part #A3L980B03-BLU-S		
30	Belkin 10ft CAT6 Ethernet Patch Cable Snagless,	\$8.99	\$269.70
	RJ45, M/M, Black – part #A3L980-10-BLK-S		
2	SonicWave 432e with 3-Year Activation and 24x7	\$1,000.00	\$2,000.00
	Support (Multi-Gigabit 802.3at PoE+)		
1	Aruba 2930F 48G PoE+ 4SFP+ Switch	\$2,459.99	\$2,459.99
1	APC Smart-UPS 750VA RM 2U 120V with	\$449.00	\$449.00
	SmartConnect		
1	Installation of equipment and cabling at Main Branch –	\$10,000.00	\$10,000.00
	terminate, test, and label all data connections, remove		
	old cabling		
1	Shipping	\$250.00	\$250.00
	Sales Tax – exempt		\$0.00
	Total		\$19,369.55

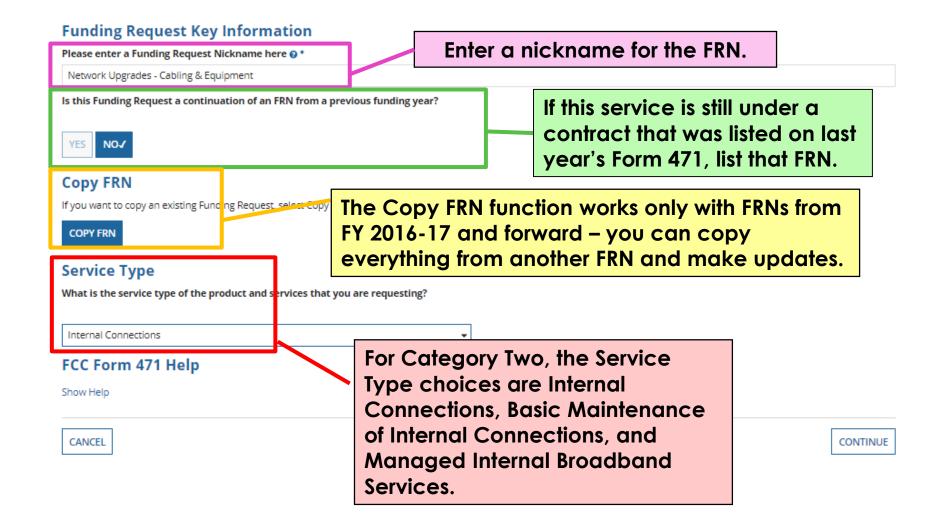
This FRN will include all the products/services under my contract for cabling upgrades. Since all the items are being purchased from one vendor under 1 SPIN and are all considered the same Service Type (Internal Connections), I can create 1 FRN with multiple line items.

Adding Funding Requests

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265 Last Saved: 2/1/2018 8:28 PM EST Basic Information Entity Information Funding Requests Connectivity Information Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one. **Funding Requests** To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. FRN 1 Nickname Number of FRN Line Items FRN Calculation You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN REMOVE FRN ADD FRN FCC Form 471 Help **Adding Funding Request Numbers** Show Help (FRNs) is a two-step process: Add DISCARD FORM AVE & SHARE BACK CONTINUE TO CERTIFICATION FRN, then Manage FRN Line Items.

Funding Request Key Information



FRN Contract

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/1/2018 8:28 PM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.



FCC Form 471 Help

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library's profile.

CONTINUE

Associate a Contract (1/2)

FCC Form 471 - Funding If you choose Contract, you must search						
Pioneer Count Last Saved: 2/1/2018 8:	ty Public Library Sy 28 PM EST	through contracts added to your library system's profile. By default, you can click on search to see all contracts associated				
Basic Information Entity Ir Next, you will associate a contract to your FRN. Please s With the lib				macis as.	ocialea	
∨Associate a 0	Contract					ı
Search by Creating Or	ganization BEN		Search by Nickname	e (All or Partial)		
208			network			
Search by Contract ID			Search by Contract I	No.		
					CLEAR FILTER	SEARCH
Contract ID	Contract Number	Nickname		Award Date ↓	Creating Organization BEN	
4928	n/a	2018 Category Two Network Up Equipment	grades - Cabling &	1/31/2018	208	
☐ 4278		Pioneer County Networking Inc	FY 2017-18	3/2/2017	208	
4279	C	Check the box contract, and tappear below	he contra	ct details		

Associate a Contract (2/2)

Contract Summary - 2018 Category Two Network Upgrades - Cabling & Equipment

Contract Number n/a

Establishing FCC #180000376

Form 470

Award Date 1/31/2018

Expiration Date (All Extensions) Account Number 555-555-5555

Service Provider USAC Service Provider Organization 3 (SPIN: 14010003)

Includes Voluntary No Extensions?

When you check a contract from the search results, the Contract Summary will appear.

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)	
What is the service start date? 🔞 *	What is the date your contract expires for the current term of the contract? @
07/01/2018	06/30/2019
Enter the date when services will start for this Funding Year	

FCC Form 471 Help

Show Help

CK CANCEL

The service start date will automatically appear as 7/1/2018—DON'T ENTER AN EARLIER DATE. Add the contract expiration date (without voluntary extensions you haven't exercised.)

CONTINUE

Narrative

FCC Form 471 - I

Pioneer County Publi

Last Saved: 2/1/2018 8:28 PM EST

Basic Information

Help your application reviewer by explaining your request. In this example, I've listed the materials for the cabling project and that I need installation and shipping. Also, the library's square footage will increase, so I've explained how I calculated my C2 pre-discount budget.

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Network upgrades for main branch, including 10000 feet Cat6 cabling, 2 48-port patch panels, 100 | hooks (2 package of 50), 110 3-ft patch cables, 30 10-ft patch cables, 2 access points, 48-port switch, 1 battery backup, installation of new cabling and equipment and removal of old cabling, and shipping. All items are 100% eligible for E-rate discounts

The Category Two pre-discount budget for Pioneer County Public Library Main Branch (BEN 210) was calculated as \$37,600. The Main Branch current square footage is 13,000, but renovations will increase the square footage to 16,000 in Fall 2018. No Category Two funds have been previously committed to this branch. Blueprints showing the new square footage are available on request.

Click the "Save & Continue" button to complete this step of the FRN creation process. On the next screen, click on the FRN number that was just created to begin adding FRN Line Items and

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage— THIS DOCUMENTATION MUST BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

CONTINUE

Manage FRN Line Items

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/1/2018 10:16 PM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.



FCC Form 47

Show Help

BACK DISCARD

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number.

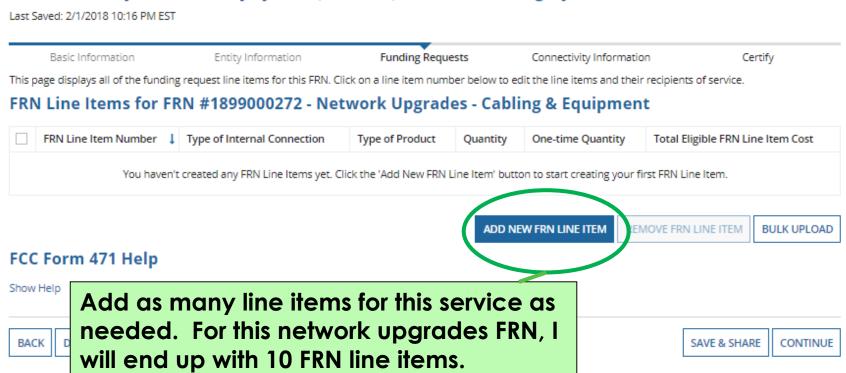
SAVE & SHARE

CONTINUE TO CERTIFICATION

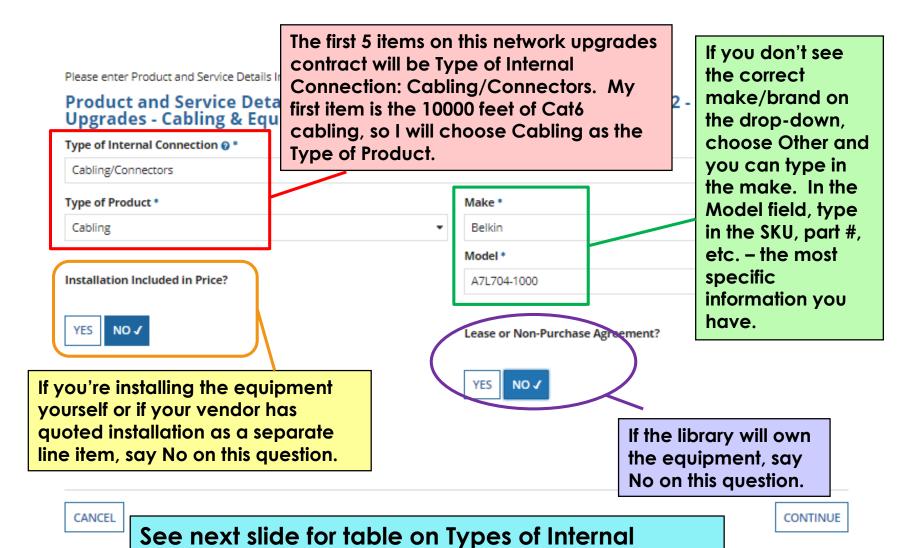
Add New FRN Line Item

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265



Product and Service Details



Connections and Types of Products.

Category Two - Internal Connections

TYPE OF INTERNAL CONNECTION	TYPE OF PRODUCT
Cabling/Connectors	Cabling
	Connectors
Caching	Caching Equipment
	Caching Service
Data Distribution	Router
	Switch
Data Protection	Firewall Services & Components
	UPS/Battery Backup
Racks	Racks & Cabinets
Software	Operating System Software of Eligible Equipment
Wireless Data Distribution	Access Point
	Antenna
	LAN Controller
	Wireless Controller
Miscellaneous	Installation, Activation, & Initial Configuration
	Training
	Fees, Taxes, Etc.

Cost Calculation

Please enter Cost Information for this Internal Connections Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

Cost Calculation for new FRN Line Item for FRN #1899000272 - Network Upgrades - Cabling

· ·	_~		nn	ent
~				
	_ ~	•	~ 1111	~ 111

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	0
Units	Each ▼
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

In order for the Summary of total costs to
calculate (bottom right), you must enter
zeroes under Monthly Costs and select a unit
from the drop-down, even though that
information isn't relevant to your request.

CANCEL

One-Time Cost	
One-time Unit Cost	\$0.30
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$0.30
One-time Quantity	10000
Total Eligible One-time Costs	= \$3,000.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$3,000.00
Pre-Discount Extended Eligible Line Item Cost	= \$3,000.00

Most C2 requests involve one-time, nonrecurring charges. In this example, I've entered the eligible unit cost as \$0.30 and the quantity as 10,000; the form thus calculates my one-time cost for 10,000 ft of cable as \$3,000.00, which matches my contract.

Select Recipients (1/2)

Next, you will select Recipients of Service for your Line Item **Manage Recipients of Service** Is every entity for this organization receiving service? NO 4 Search by BEN Please select the organizations you wish to include as recipients of service system by entering the district or system entity number in the field above. BEN EN Name Pioneer County Public Library Main Brai 211 Pioneer County Bookmobile

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question.

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Remember: administrative buildings are not eligible for C2 and will not appear on this list!

Selected Entities

BEN	BEN Name
	No items available

Select Recipients (2/2)

Selected Entities

BEN	BEN Name
210	Pioneer County Public Library Main Branch

Are the costs shared equally among all of the entities?



ECC Form 471 Help

Show Help



For Category Two requests, you must also answer this question about whether all the recipients of service are sharing the cost equally. If only one branch is receiving the service, choose Yes.

SAVE & CONTINUE

REMOVE

Recipients of Service

Recipients of Service for FRN Line Item #1899000272.001

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/1/2018 10:43 PM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #1899000272.001

The Total Eligible Line Item Cost of \$3,000.00 has been allocated equally to the entity(ies) below.

BEN	Name †	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch	\$3,000.00

FCC Form 471 Help

The recipient(s) of service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.



FRN Line Items Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/1/2018 10:43 PM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000272 - Network Upgrades - Cabling & Equipment

	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantit y	One-time Quantity	Total Eligible FRN Line Item Cost
	1899000272.001	Cabling/Connectors	Cabling	0	10000	\$3,000.00

ADD NEW FRN LINE ITEM



BULK UPLOAD

FCC Form 471 Help

I've added the first line item for my network upgrades. Rather than adding an entire new FRN for each item, I can simply add more line items because all the products/service are considered 'Internal Connections' and are being purchased from the same vendor.

SAVE & SHARE

CONTINUE

Example Line Item: Patch Panels

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

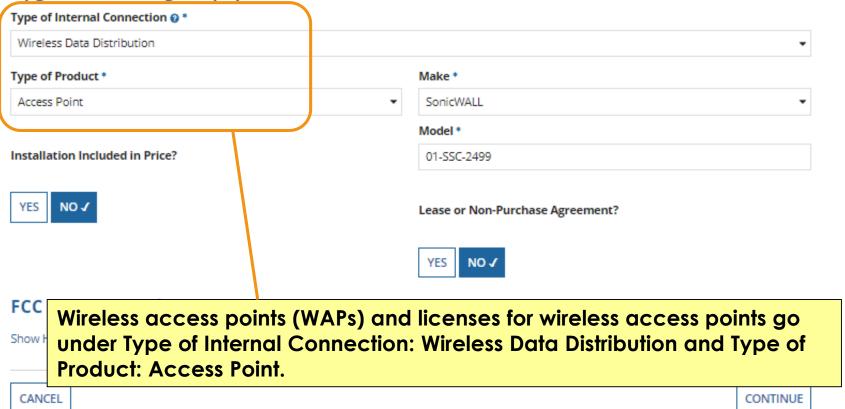
Last Saved: 2/1/2018 10:43 PM	ES1						
Basic Information	Entity Information	Funding	Requests	Connectivity Information	Certify		
Please enter Product and Service	e Details Information for this	Internal Conne	ctions Line Iter	m			
Product and Servic Upgrades - Cabling		FRN Line	Item for	FRN #1899000272 - N	etwork		
Type of Internal Connection	•						
Cabling/Connectors					•		
Type of Product *			Make *				
Connectors		-	Tripplite		•		
	\		Model *				
Installation Included in Price	?		N252-048				
YES NO 🗸			Lease or No	on-Purchase Agreement?			
	\		YES NO	1			

Patch panels fall under Type of Internal Connection: Cabling/Connectors. For the Type of Product, select Connectors. Continue through subsequent pages for the cost calculation and recipients of service. Add another line item if needed.

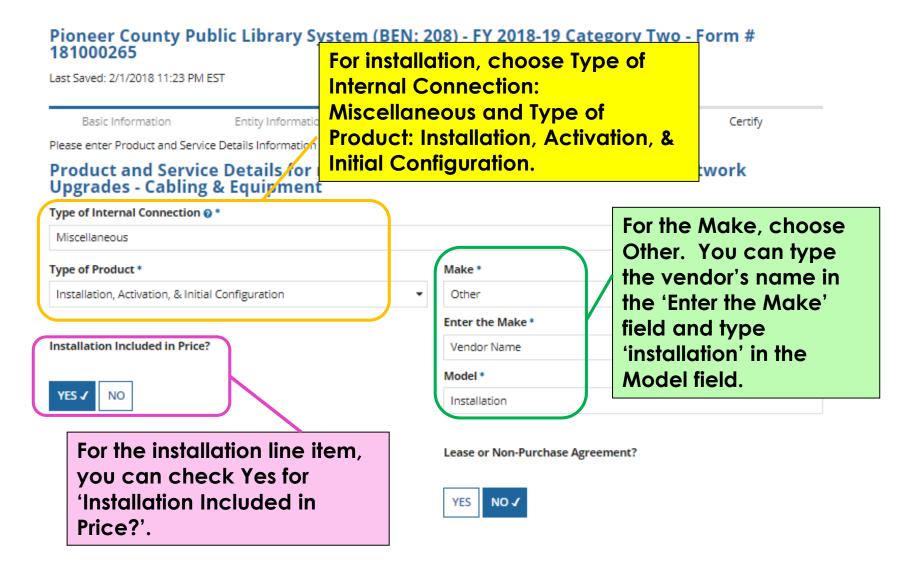
Example Line Item: Access Points

Please enter Product and Service Details Information for this Internal Connections Line Item.

Product and Service Details for new FRN Line Item for FRN #1899000272 - Network Upgrades - Cabling & Equipment



Example Line Item: Installation



FRN Line Items Page

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service

FRN Line Items for FRN #1899000272 - Network Upgrades - Cabling & Equipment

FRN Line Item Number 👃	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
1899000272.010	Miscellaneous	Installation, Activation, & Initial Configuration	0	1	\$10,000.00
1899000272.009	Data Protection	UPS/ Battery Backup	0	1	\$449.00
1899000272.008	Data Distribution	Switch	0	1	\$2,459.00
1899000272.007	Wireless Data Distribution	Access Point	0	2	\$2,000.00
1899000272.005	Cabling/Connectors	Cabling	0	30	\$269.70
1899000272.004	Cabling/Connectors	Cabling	0	110	\$658.90
1899000272.003	Cabling/Connectors	Connectors	0	2	\$13.98
1899000272.002	Cabling/Connectors	Connectors	0	2	\$267.98
1899000272.001	Cabling/Connectors	Cabling	0	10000	\$3,000.00
					9 items

Once all the line items for my cabling project have been added, I can click on Continue to return to the Funding Requests page. ADD NEW FRN LINE ITEM

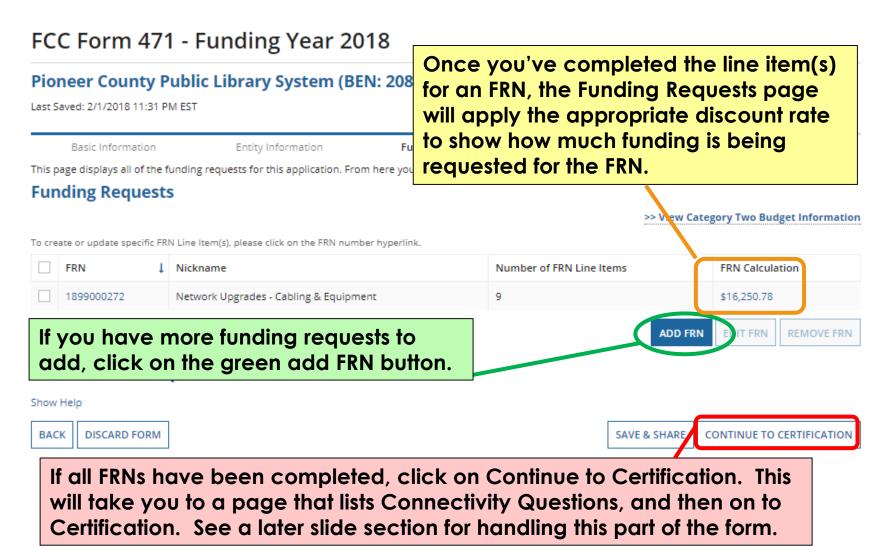
REMOVE FRN LINE ITEM

BULK UPLOAD

SAVE S CHAPT CONTINUE

BACK DISCARD FORM

Funding Requests Page



Example FRN: Basic Maintenance

Example of a funding request for Basic Maintenance of Internal Connections (BMIC) on networking equipment and cabling

Understanding this FRN

SERVICE CONTRACT FOR NETWORKING EQUIPMENT

Repair & maintenance under this contract will include the following activities: connectivity troubleshooting (by phone or in-person), configuration/reconfiguration of equipment, adds/moves/changes (MAC) work, and other routine maintenance activities.

Pioneer County Network4U will bill the Library as work is performed and will track the number of hours for each incident on the invoice.

Service Start Date: July 1, 2018 Contract Term: 24 months

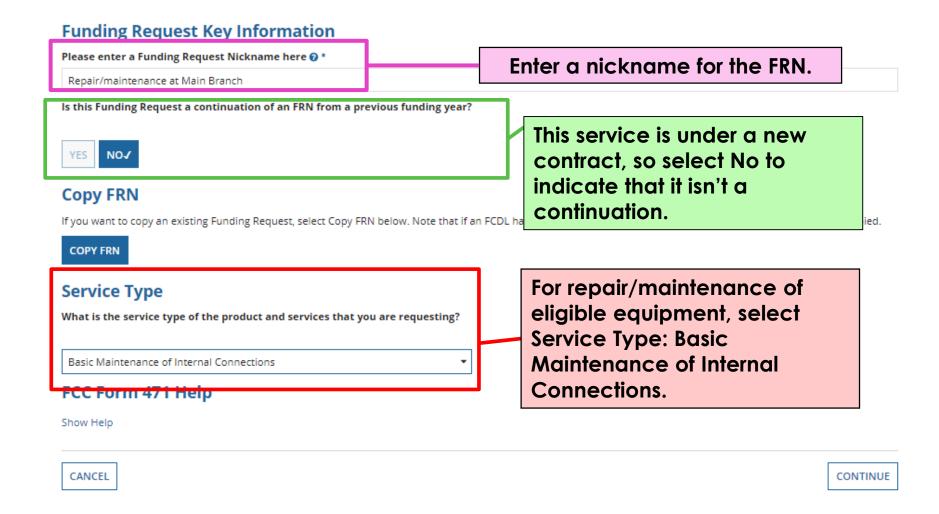
Part 1: E-rate Eligible Equipment	Qty.	Estimated	Unit Price	Extended Price
		Hours		for 12 months
Dell Networking N1548 Switch – part # 463-7710	2			
SonicWall TZ600 firewall appliance – part #	1			
01-SSC-0219				
SonicPoint ACe wireless access point and PoE	3			
injector – part # 01-SSC-0724				
Cat6 cable, gray – part #11X8-021TH	10,000			
Belkin 3ft CAT6 Ethernet Patch Cable	110			
Snagless, RJ45, M/M, Blue – part				
#A3L980B03-BLU-S				
Belkin 10ft CAT6 Ethernet Patch Cable	30			
Snagless, RJ45, M/M, Black – part #A3L980-				
10-BLK-S				
APC Smart-UPS 750VA LCD UPS – part #	1			
SMT750				
Total for E-rate Eligible Equipment		120 hours	\$65/hour	\$7,800.00

This FRN will cover a Basic Maintenance of Internal Connections contract for repair/maintenance on E-rate eligible networking equipment and cabling.

Adding Funding Requests

FCC Form 471 - Funding Year 2018 Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265 Last Saved: 2/1/2018 11:31 PM EST Basic Information Entity Information **Funding Requests** Connectivity Information Certify This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one. **Funding Requests** >> View Category Two Budget Information To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. FRN Nickname Number of FRN Line Items FRN Calculation 1899000272 Network Upgrades - Cabling & Equipment 9 \$16,250.78 ADD FRN DIT FRN REMOVE FRN FCC Form 471 Help Adding Funding Request Numbers Show Help (FRNs) is a two-step process: Add DISCARD FORM SHARE CONTINUE TO CERTIFICATION BACK FRN, then Manage FRN Line Items.

Funding Request Key Information



FRN Contract

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/1/2018 11:31 PM EST

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.



TARIFF

MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK

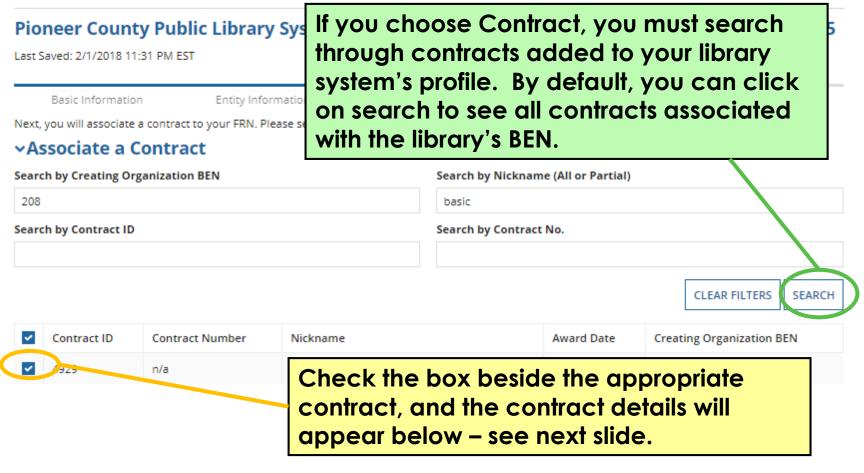
CANCEL

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library's profile.

CONTINUE

Associate a Contract (1/2)

FCC Form 471 - Funding Year 2018



Associate a Contract (2/2)

Contract Summary - Basic Maintenance Contract 2018-2020

Contract Number n/a

Establishing FCC #180000378

Form 470

Award Date 1/31/2018

Expiration Date (All Extensions) Account Number 555-555-5555

Service Provider USAC Service Provider Organization 2 (SPIN:

14010002)

Includes Voluntary No

When you check a contract from the search results, the Contract Summary will appear.

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)		
What is the service start date? 😯 *	What is the date your contract expires for the current term of the contract? 0 *	
Enter the date when services will start for this Funding Year	06/30/2020	

BACK

FCC F The service start date will automatically appear as 7/1/2018. Add the contract expiration date (without voluntary extensions you haven't exercised.) In this case, the 24-month contract will end on June 30, 2020.

INUE

Narrative

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Sa

Help your application reviewer by explaining your request. In this example, I've briefly described the equipment being maintained under this contract. Also, the library's square footage will increase, so I've explained how I calculated my C2 pre-discount budget.

were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process.*

Repair & maintenance of E-rate eligible Internal Connections during FY 2018-19 to be billed \$65 per hour for up to 120 hours of service. Equipment to be maintained includes 2 Dell Networking N1548 switches, 1 SonicWall TZ600 firewall appliance, 3 SonicPoint Ace wireless access points with PoE injectors, 10,000 feet of Cat6 cable, 110 3-ft patch cables, 30 10-ft patch cables, and a battery backup.

The Category Two pre-discount budget for Pioneer County Public Library Main Branch (BEN 210) was calculated as \$37,600. The Main Branch current square footage is 13,000, but renovations will increase the square footage to 16,000 in Fall 2018. No Category Two funds have been previously committed to this branch. Blueprints showing the new square footage are available on request.

Click the "Save & Continue" button to complete this step of the FRN creation process. On the next screen, click on the FRN number that was just created to begin adding FRN Line Items and the associated Recipients of Service. If you wish to start another FRN without adding FRN Line Items, click the "Add FRN" button

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—THIS DOCUMENTATION MUST BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

Manage FRN Line Items

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:41 AM EST

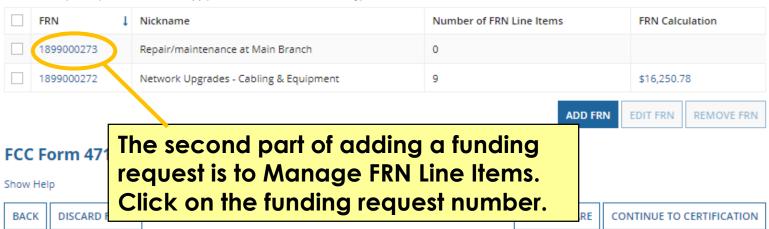
Basic Information Entity Information Funding Requests Connectivity Information Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

>> View Category Two Budget Information

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.



Add New FRN Line Item

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:41 AM EST

Entity Information Basic Information **Funding Requests** Connectivity Information Certify This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service. FRN Line Items for FRN #1899000273 - Repair/maintenance at Main Branch FRN Line Item Number ↓ Type of Product Being Maintained Total Eligible FRN Line Item Cost You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item. ADD NEW FRN LINE ITEM EMOVE FRN LINE ITEM BULK UPLOAD FCC Form 471 Help Show Help Add as many line items for this service as needed. For this Basic Maintenance of BACK SAVE & SHARE CONTINUE Internal Connections request, I'll need only 1 line item.

Product and Service Details

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:41 AM EST

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

Please review the information below for this Basic Maintenance of Internal Connections Line Item

Product and Service Details for new FRN Line Item for FRN #1899000273 - Repair/maintenance at Main Branch

Type of Product Being Maintained

Basic Maintenance of Internal Connections

Total Quantity of Equipment Maintained @ *

10147

Provide the total quantity for all equipment types being covered at the entity

FCC Form 471 Help

Show Help

CANCEL

List the quantity of equipment to be maintained. The quantity is very high due to the feet of cabling!

CONTINUE

Cost Calculation

Please enter Cost Information for this Basic Maintenance of Internal Connections Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

Cost Calculation for new FRN Line Item for FRN #1899000273 - Repair/maintenance at Main Branch

Monthly Cost	
Monthly Recurring Cost	\$650.00
Monthly Recurring Ineligible Costs	\$0.00
Monthly Recurring Eligible Costs	= \$650.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$7,800.00

In this example, my repair/maintenance contract is billed each month as the vendor performs service; the cost is \$65/hour for an estimated 120 hours of service for the year. If the vendor bills me each month, the average monthly cost is \$650.

Show Help

BACK CANCEL

One-Time Cost	
One-time Cost	\$0.00
One-time Ineligible Cost	\$0.00
One-time Eligible Cost	= \$0.00
Summary	
Total Eligible Recurring Costs	\$7,800.00
One-time Eligible Cost	+ \$0.00
Pre-Discount Extended Eligible Line Item Cost	= \$7,800.00

In order for the Summary of total costs to calculate (bottom right), you must enter something in every field. I've added zeroes for the one-time costs, but you may complete these fields differently depending on how your vendor handles invoicing.

Select Recipients (1/2)

Next, you will select Recipients of Service for your Line Item **Manage Recipients of Service** Is every entity for this organization receiving service? NO √ question. All Entities Search by BEN Please select the organizations you wish to include as recipients of sen by entering the district or system entity number in the field above. BEN LIN Name Pioneer County Public Library Main appear on this list! 211 Pioneer County Bookmobile Selected Entities

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Remember: administrative buildings are not eligible for C2 and will not

BEN Name

Select Recipients (2/2)

Selected Entities

BEN	BEN Name
210	Pioneer County Public Library Main Branch

Are the costs shared equally among all of the entities?



FCC Form 471 Help

Show Help

For Category Two requests, you must also answer this question about whether all the recipients of services are sharing the cost equally. If only one branch is receiving the service, choose Yes.

BACK CANCEL

SAVE & CONTINUE

Recipients of Service

Recipients of Service for FRN Line Item #1899000273.001

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:57 AM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #1899000273.001

The Total Eligible Line Item Cost of \$7,800.00 has been allocated equally to the entity(ies) below.

BEN	Name 1	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch	\$7,800.00

FCC F

Show Help

BACK

The recipient(s) of service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.



FRN Line Items Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:57 AM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000273 - Repair/maintenance at Main Branch

FRN Line Item Number	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
1899000273.001	Basic Maintenance of Internal Connections	\$7,800.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

ECC Form 471 Help

I have only 1 line item for this FRN, so I can click on Continue to return to the Funding Requests page.

BACK

DISCARD FORM

SAVE & SHARE CONTINUE

Funding Requests Page

FCC Form 471 - Funding Year 2018 Once you've completed the line item(s) Pioneer County Public Library System (BE for an FRN, the Funding Requests page will Last Saved: 2/2/2018 12:57 AM EST apply the appropriate discount rate to show how much funding is being Entity Information Basic Information requested for the FRN. This page displays all of the funding requests for this application. From **Funding Requests** >> View Category Two Budget Information To create or update specific FRN Line Item(s), please click on the FRN number hyperlink. FRN 1 Nickname Number of FRN Line Items FRN Calculation 1899000273 Repair/maintenance at Main Branch \$6,630,00 \$16,250.78 If you have more funding requests to add, click on the green add FRN button. ADD FRN REMOVE FRN FCC Form 471 Help If all FRNs have been completed, click on Continue to Certification. This will take you to a AVE & SHAR CONTINUE TO CERTIFICATION page that lists Connectivity Questions, and then on to Certification. See a later slide section for handling this part of the form.

Example FRN: Managed Internal Broadband Services

Example of a funding request for Managed Internal Broadband Services (MIBS or Managed Wi-Fi) through a continuing contract

Understanding this FRN

Managed Wi-Fi Service Contract

Contract period: July 1, 2017 to June 30, 2018

Contract is renewable for two additional 1-year periods if customer requests a renewal at least 30 days prior to the contract expiration.

Pioneer Wi-Fi Services will handle configuration, management, and upgrades for Wi-Fi infrastructure owned by customer.

Equipment covered under contract	Qty.	Unit Price	Ext. Price
Dell Networking N1548 Switch – part # 463- 7710	2		
SonicWall TZ600 firewall appliance – part # 01-SSC-0219	1		
SonicPoint ACe wireless access point and PoE injector – part # 01-SSC-0724	3		
Total		\$200/month	\$2,400.00

This FRN will cover a contract for Managed Internal Broadband Services (MIBS or Managed Wi-Fi). A third party will configure and provide daily monitoring for the equipment that allows patrons and staff to access the library's Wi-Fi. Contract is 1 year with 2 optional 1-year extensions. An extension has been exercised for the 2nd year of the contract – we'll use the Copy FRN feature to bring up details from last year's funding request.

Adding Funding Requests

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:57 AM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

>> View Category Two Budget Information

REMOVE FRN

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
1899000273	Repair/maintenance at Main Branch	1	\$6,630.00
1899000272	Network Upgrades - Cabling & Equipment	9	\$16,250.78

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

SAVE & SHARE | CONTINUE TO CERTIFICATION

ADD FRN

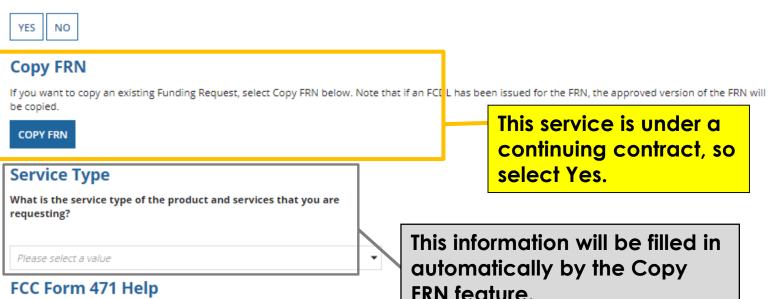
Funding Request Key Information

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here 🔞 * Enter a nickname for the FRN. Managed Wi-Fi Contract Continuation

Is this Funding Request a continuation of an FRN from a previous funding year?*



Show Help

CANCEL

CONTINUE

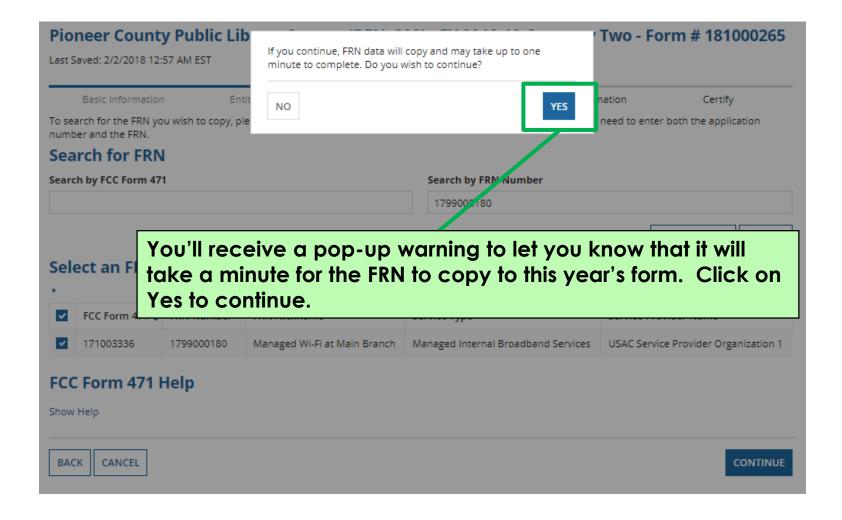
Copy FRN: Search

on continue.

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265 Last Saved: 2/2/2018 12:57 AM EST To search for an FRN to copy into this year's form, you'll need to know the FRN number Entity Information Basic Information or the Form 471 # it appeared on. To search for the FRN you wish to copy, please enter either the FC number and the FRN. Search for FRN Search by FCC Form 471 Search by FRN Number 1799000180 CLEAR FILTERS SEARCH Select an FRN FCC Form 471 ↓ FRN Number FRN Nickname Service Type Service Provider Name 171003336 1799000180 Managed Wi-Fi at Main Branch Managed Internal Broadband Services USAC Service Provider Organization 1 FCC Form 471 Help

Check the box beside the FRN you want to copy, then click

Copy FRN - Pop-Up Warning



Copy FRN - Wait to Refresh

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:57 AM EST

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

Š,

REFRESH

While the FRN is being copied to the form, you'll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you'll have to wait.

Copy FRN - Successful

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:57 AM EST

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.

You can now edit the copied FRN.

After clicking on Refresh, you'll see the notice above if the FRN was copied successfully. Click on Continue



Back to Funding Request Key Info

Funding Request Key Information

Please enter a Funding Request Nickname here 🔞 * Managed Wi-Fi Contract Continuation Is this Funding Request a continuation of an FRN from a previous funding year? The question about FRN continuation will match what was entered on the previous year's form. Previous Year FRN Number * You can change the answer to Yes and enter the 1799000180 FRN Number if needed. Service Type What is the service type of the product and services that you are Please delete all line items for this Funding Request if you wish to modify the requesting? Service Type Managed Internal Broadband Services FCC Form 471 Help Show Help Once the previous FRN is copied to the form, the answers to the questions about continuation of an FRN and the Service CONTINUE Type will automatically display. Click on Continue.

FRN Contract

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 12:57 AM EST

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.



TARIFF

MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK

CANCEL

The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.



Update Contract Expiration

Contract Summary - Pioneer Wi-Fi Services 2017

Contract Number 11562

Establishing FCC #170005614

Form 470

Award Date 3/1/2017

Expiration Date (All 6/30/2020 Extensions) The summary for the contract on the copied FRN will appear automatically.

Remaining Voluntary 2 Extensions

> Total Remaining 36 Contract Length

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

	at is the date your contract expires for the current term of the
07/01/2018	stract? 🕢 *
06/ Enter the date when services will start for this Funding Year	/30/2019

Update the service start date and contract expiration. Services for FY 2018-19 should start on 7/1/2018. A voluntary extension has been exercised, so the current expiration is 6/30/2019 (end of FY 2018-19).

BACK | CANCEL

CONTINUE

Update Narrative

FCC Form 471 - Funding Year 2018

Pio Update the Narrative field, if needed. I've added a note that an extension has been exercised. Also, the library's square footage will increase, so I've explained how I calculated my C2 pre-discount budget.

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Managed Wi-Fi services for the Main Branch. Contract covers Dell Networking N1548 Switch, a SonicWall TZ600 firewall appliance, and 3 SonicPoint Ace wireless access points with PoE injectors. Extension for 2nd year of contract has been exercised.

The Category Two pre-discount budget for Pioneer County Public Library Main Branch (BEN 210) was calculated as \$37,600. The Main Branch current square footage is 13,000, but renovations will increase the square footage to 16,000 in Fall 2018. No Category Two funds have been previously committed to this branch. Blueprints showing the new square footage are available on request.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage— THIS DOCUMENTATION MUST BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

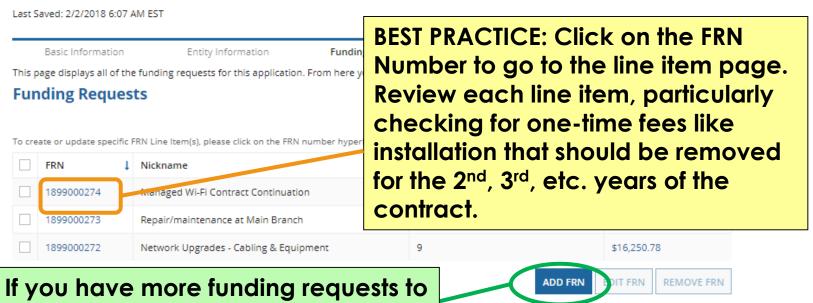
BACK CANCEL SAVE & CONTINUE

65

Funding Requests Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265



Show Help

If all FRNs have been completed, click on Continue to Certification. See a later slide section for handling this part of the form.

add, click on the add FRN button.



Manage FRN Line Items

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 6:07 AM EST

Funding Requests Basic Information Entity Information Connectivity Information Certify This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service. FRN Line Items for FRN #1899000274 - Managed Wi-Fi Contract Continuation FRN Line Item Number | Type of Managed Service Agreement Total Eligible FRN Line Item Cost Quantity One-time Quantity Managed services contract of already 1899000274.001 \$2,400.00 installed equipment ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM **BULK UPLOAD** FCC Form 4 Click on the FRN Line Item Number to Show Help open and review the line item created using Copy FRN. BACK DISCAR SAVE & SHARE CONTINUE

Product and Service Details

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 6:07 AM EST

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

Please enter Product and Service Details Information for this Managed Internal Broadband Services Line Item

Product and Service Details for FRN Line Item #1899000274.001

Type of Managed Service Agreement 🕢 *

Managed services contract of already installed equipment

CC Form 471 Holn

For this example, the Copy FRN filled in the option used on last year's Form 471 to indicate that the library owns and has already installed the equipment.

The options for Type of Managed Service Agreement are:

- Managed and Leased from a third party service provider
- Managed by a third party service provider, and purchased from them or other vendors
- Managed services contract of already installed equipment.

Cost Calculation

Please enter Cost Information for this Managed Internal Broadband Services Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

Cost Calculation for FRN Line Item #1899000274.001

Monthly Cost	
Monthly Recurring Cost	\$200.00
Monthly Recurring Ineligible Costs	\$0.00
Monthly Recurring Eligible Costs	= \$200.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$2,400.00

One-Time Cost	
One-time Cost	\$0.00
One-time Ineligible Cost	\$0.00
One-time Eligible Cost	= \$0.00
Summary	
Total Eligible Recurring Costs	\$2,400.00
One-time Eligible Cost	+ \$0.00
Pre-Discount Extended Eligible Line Item Cost	= \$2,400.00

The Copy FRN feature has already entered \$200 as the Monthly Recurring Cost, and the form automatically calculates that the Total Eligible Recurring Costs will be \$2400 for the entire year. When using Copy FRN, make sure to remove any one-time setup fees that no longer apply to subsequent years of a contract.

BACK CANCEL

Recipients of Service

Recipients of Service for FRN Line Item #1899000274.001

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 6:20 AM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

Next, you will review the costs allocated across your Recipients of Service

Recipients of Service for FRN Line Item #1899000274.001

The Total Eligible Line Item Cost of \$2,400.00 has been allocated equally to the entity(ies) below.

BEN	Name †	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch	\$2,400.00

MANAGE RECIPIENTS OF SERVICE

FCC Form 471 Help

The Copy FRN feature has already put in the main library branch as the Recipient of Service. You can click on Manage Recipients of Service to make updates, but this is highly unlikely for a continuing contract.

CONTINUE

FRN Line Items Page

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 6:20 AM EST

Basic Information Entity Information Funding Requests Connectivity Information Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1899000274 - Managed Wi-Fi Contract Continuation

FRN Line Item Number ↓	Type of Managed Service Agreement	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
1899000274.001	Managed services contract of already installed equipment	1	1	\$2,400.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

Now that I've reviewed the line item, I can click on Continue to return to the Funding Requests page.

BACK

DISCARD FORM

SAVE & SHARE

CONTINUE

Funding Requests Page

Pioneer County Public Library System (I

Last Saved: 2/2/2018 6:28 AM EST

Basic Information Entity Information

This page displays all of the funding requests for this application.

Funding Requests

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
1899000274	Managed Wi-Fi Contract Continuation	1	\$2,040.00
1899000273	Repair/maintenance at Main Branch	1	\$6,630.00
1899000272	Network Upgrades - Cabling & Equipment	10	\$16,463.28

FCC Fo

Show He

BACK

All FRNs have been completed, so click on Continue to Certification. This will take you to a page that lists Connectivity Questions, and then on to Certification. See the next slide section for handling this part of the form. ADD FRN EDIT FRN REMOVE FRN

>> Vie v Category Two Budget Information

& SHARE CONTINUE TO CERTIFICATION

Review & Certification

Review Draft PDF

Connectivity Questions

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category

Last Saved: 1/15/2018 10:54 PM EST

Basic Information

Entity Information

BFN

210

211

Funding Requests

District/System-wide Internet Access Questions

Does your library system currently aggregate Internet access for the entire system (as opposed to buying Internet No

Download

20

7

Units

Mbps

Mbps

Per-Entity Basis Questions

Pioneer County Public Library Main Branch

Entity Name

Entity Name

Pioneer County Public Library System

Entity Number

208

Upload	Units	Connection
20	Mbps	Fiber
1	Mbps	Other

Your library's answers to the Connectivity Questions will appear automatically. Click on the Review FCC Form 471 button, then answer Yes to the pop-up to proceed. In about 1 minute, EPC will add a link to download a draft PDF copy to your Tasks list.

FCC Form 471 Help

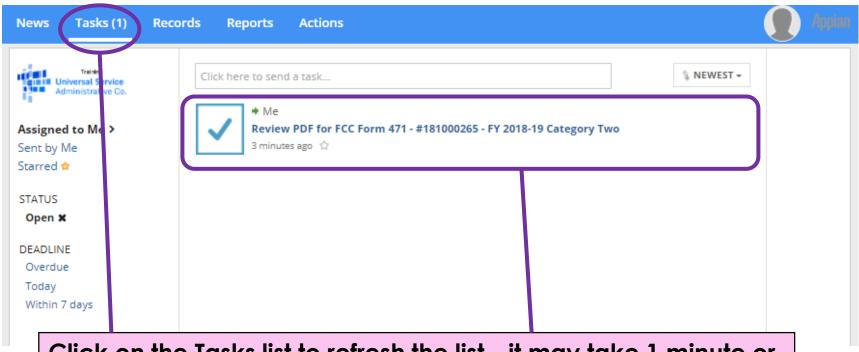
Pioneer County Bookmobile

Show Help

SPECIAL NOTE: As of 1/16/18, the E-rate Productivity Center skips directly to adding a PDF download of the 471 to the Tasks list if the Copy FRN feature has been used. This error may be fixed in the near future.

& SHARE REVIEW FCC FORM 471

Review PDF for FCC Form 471



Click on the Tasks list to refresh the list—it may take 1 minute or more for the link to appear. Click on the link that says, "Review PDF for FCC Form 471 – [your form # and nickname]".

Let KDLA review your form

FCC Form 471 - Funding Year 2018

Pioneer County Public Library System (BEN: 181000135

Last Saved: 1/15/2018 10:54 PM EST

Click on the blue Document Download Link to review a PDF draft of your Form 471. Attach the file to an email and send it to Please download and carefully review this FCC Form 471 before certifying lauren.abner@ky.gov for review.

Download Document Link

USAC_FCC_FORM_471_APPLICATION_181000135_DRAFT

By Decking this box, I certify that the information in the PDF document above is correct.

FCC Form 471 Hel

Show Help

Once you're positive that the form is correct, check the box below the download link and click on Continue to Certification.

EDIT FORM

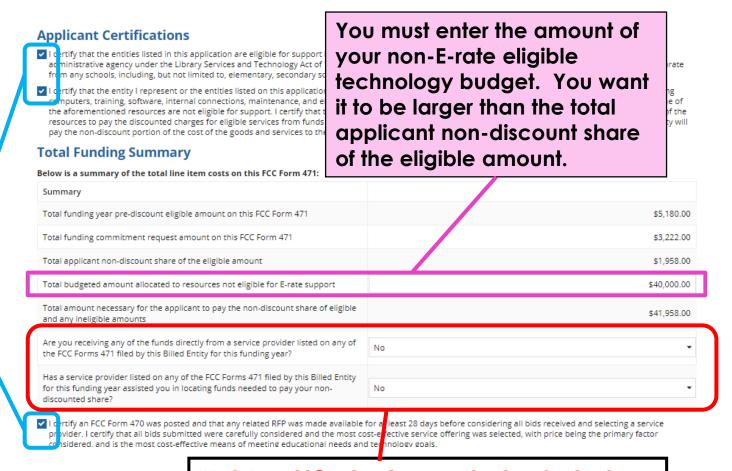
SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes.

Certifications & Budget

You must check the boxes for all certifications. Only library-specific certifications will be shown.



ANSWER **NO** TO BOTH THESE QUESTIONS or your funding could be denied!!!

Certify

- ✓ I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate charge of hopefits from those consists.
- I certify that I will retain required documents for certification) after the later of the last day of the audited pursuant to participation in the school Commission rules regarding the application for available to USAC.
- ✓ I certify that I am authorized to order telecome to submit this request on behalf of the eligible correct to the best of my knowledge, that the e the program, that no kickbacks were paid to a U.S.C. §§ 502, 503(b), or fine or imprisonment i

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

YES

NO

on this application. I certify that I am authorized it all of the information on this form is true and plied with the terms, conditions and purposes of reliture under the Communications Act, 47 s of the False Claims Act.

ed funding request. I acknowledge that I may be

to demonstrate compliance with the statute and

nts, and that if audited, I will make such records

the rules in effect at the time of this

- I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civility that for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- ✓ I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or servi es that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47.0 € 48.54.504
- I certify that the non-discount portion FCC Form 471 are net of any rebates of supported service, of free services or services.

FCC Form 471 Help

Show Help

BACK

After you click on Certify, you'll see a pop-up that asks if you understand the consequences of making false statements on federal forms and that you have the authority to make these certifications for your library.

nt costs of eligible services featured on this rule, the provision, by the provider of a some or all of the cost of the supported

CERTIFY

Certifier Information

Certifier Information

Pioneer County Public Library System (BEN: 208) - FY 2018-19 Category Two - Form # 181000265

Last Saved: 2/2/2018 6:52 AM EST

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

You have successfully filed FCC Form 471 #181000265 for FY 2018

Certification Date

2/2/2018 6:52 AM EST

Authorized Person

Name Lauren Abner

Title KDLA Technology Consultant

Employer Pioneer County Public Library System

Address 100 Main Street

Boonesburg, KY 40069

Phone 502-564-1728

Email library.system10.user1@mailinator.com

FCC Form 471 Help

Show Help

Print the Certifier Information page for your records, then click on close.



After You've Certified

Printing the final PDF copy, accessing the Receipt Acknowledgement Letter (RAL), making RAL Modification Requests, and application review

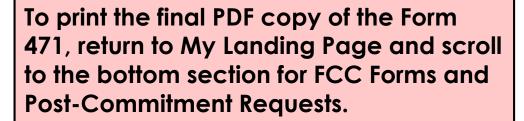
FCC Forms and Post-Commit Requests

Funding Year

2018

2018







181000265

181000137

Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2018. In the results, click on the Application Number to go the form's Summary Page.

Certified Date

2/2/2018 6:52 AM EST

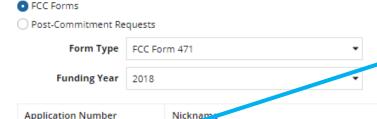
1/16/2018 3:20 PM EST

Status

Certified

Certified





FY 2018-19 Category Two

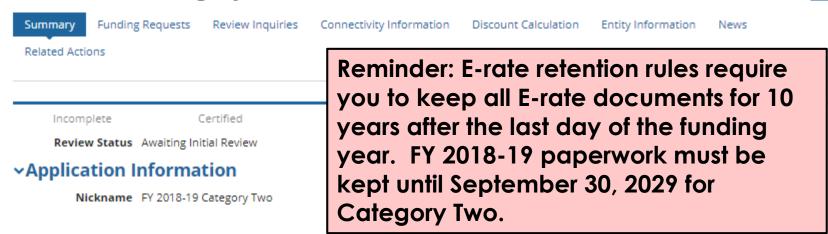
FY 2018-19 Category One live demo

Download Final PDF copy

Records / FCC Forms 471

FY 2018-19 Category Two - #181000265







FCC Form 471 Generated Documents

FCC Form 471 Version

Original Version

From the Summary page for your Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.

Receipt Acknowledgement Letter



It is important that you review this form now to make sure the products and services yelisted on your FCC Form 471 are correct and complete, and if necessary, take the appropriate to correction as soon as possible. You are allowed to correct certain errors on your not others. For fields that allow a correction, you will be able to edit the information in field directly. To determine what corrections are allowed and why, see the "List of Corr Ministerial and Clerical Errors" on our website.

NEXT STEPS

Gather the documentation you used to complete your form and the entries in your plants.
 NSLP numbers, list of entities receiving services, C ...More



Use the horizontal menu to switch to the mini News feed for your Form 471. The only entry will be for your Receipt Acknowledgement Letter (RAL) – you won't get a paper copy. Click 'More Info' link at the bottom of the entry to see the certification date. Print this page like a normal webpage.

RAL Modification Requests (1/2)

- Some mistakes on the Form 471 may be corrected before USAC issues a funding commitment. These changes are called RAL Modification Requests, and they may be made after you receive the Receipt Acknowledgement Letter (RAL) but before funding is committed. Such corrections include:
 - Simple data entry errors such as transposed letters and numbers, misplaced decimal points
 - Incorrect citations: Contract #, 470 #, urban/rural status
 - Edits to information about eligible entities

RAL Modification Requests (2/2)

Records / FCC Forms 471

FY 2018-19 Category Two - #181000265



Summary Funding Requests Review Inquiries Connectivity Information Discount Calculation Entity Information News







To submit a Modification Request, navigate to your certified Form 471 from My Landing Page. On the horizontal menu, click on Related Actions, then Submit Modification Request (RAL). Contact the KDLA Technology Consultant for assistance.

PIA Application Review

- Program Integrity Assurance (PIA) may request additional documentation to determine whether your application complies with E-rate rules, including:
 - Eligibility of library branches listed on your application
 - Eligibility of the products and services listed on your funding request(s)
 - Your competitive bidding process, including your adherence to the 28-day posting requirement
- Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact lauren.abner@ky.gov. I receive notices if you don't reply after the first week.

See next page for example PIA request email

PIA Request Email





E-Rate Application Information Request

Today's Date: 10/4/2016 Response Due Date: 10/19/2016

Contact Name: PUBLIC LIBRARY

FCC Form 471 Application Number: 161

Dear Applicant

We are in the process of reviewing your Funding Year 2016 FCC Form 471 are requests below. Please note that EPC allows you to begin working on your ans the questions before submitting your answers. Click "Submit" only when you lead to the process of the process

· Eligibility of Products and Services

Click here to respond to inquiries

USAC Homepage

Example of an email with links to view application review questions in EPC. The subject line will be 'E-rate Review Information' or 'E-Rate Application Information Request'.

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your application(s) may receive reduced funding or a funding denial.



Common PIA Questions (1/2)

- Eligibility of Products & Services
 - Didn't list the SKU? Now's your chance!
 - Purchasing a rack are you housing E-rate eligible equipment in it?
- Eligibility of the Entity If you have a new entity number for a new branch, you'll have to show that the branch is eligible to participate in E-rate – ask the KDLA Technology Consultant for this information.

Common PIA Questions (2/2)

Category Two Budget

- Requesting more funding due to construction/renovation? Show proof of the square footage
- Have your requests exceeded your available C2 pre-discount budget? Confirm what line items to remove from the funding request.

Funding Commitments

- Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amounts.
 - Applicants receive email notices when FCDLs are issued. The email directs applications to the E-rate Productivity Center. You will NOT receive any paper notices about FY 2018-19 funding.
 - After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing.

Post-Commitment Changes

Service substitutions, SPIN changes, and the Form 500

Service Substitutions (1/2)

- Service Substitutions are now filed in the E-rate Productivity
 Center
- Submit a Service Substitution if the product/service you listed on the Form 471 is no longer available or the equipment is not compatible with your library's existing equipment – request must be submitted & approved before you can complete Erate invoicing for the affected FRN(s)
- Product or service must serve the same function
 - Example: substitute one firewall for another firewall if the particular model requested goes out of stock, but you can't use that funding to get a rack enclosure instead – not the same function

Service Substitutions (2/2)

- Can't receive more funding than the amount already committed for the original product or service
 - If the substituted product/service is more expensive, the library will have to eat those higher costs
- Instructions are found on the USAC website:
 - http://usac.org/sl/applicants/before-youredone/service-substitutions.aspx

SPIN Changes

- The SPIN associated with your funding request(s) can be updated in some situations:
 - Corrective SPIN change used when you accidentally listed the wrong SPIN on the Form 471 or when mergers cause the SPIN to change
 - Operational SPIN change used when you are forced to find another vendor due to vendor's bankruptcy or vendor's inability to provide services
- For more information, see:
 - http://usac.org/sl/applicants/before-youre-done/spinchanges/default.aspx

Form 500 (1/2)

- Reasons to file the Form 500:
 - Adjusting the Service Start Date on a previously filed Form 486
 - To adjust the Contract Expiration Date listed on the Form 471
 - To request an extension of the service delivery and installation deadline for non-recurring services (example – construction/renovation delays causing C2 installation delays)
 - To cancel or reduce the amount of an FRN (irrevocably!)
 - To notify USAC of an equipment transfer within the three year prohibition on equipment transfers due to a temporary or permanent entity closure

Form 500 (2/2)

- As of December 2016, the Form 500 is filed in the E-rate Productivity Center
 - For FY 2016-17 funding requests and forward, the form is filled out electronically
 - For FY 2015-16 funding requests and prior, you must download a paper copy of the form, fill it out by hand, and then upload it in the E-rate Productivity Center
- More information on USAC website:
 - http://usac.org/sl/applicants/before-youredone/500-filing.aspx

Wrap-Up

Resources

- KDLA's E-rate page
 - https://kdla.ky.gov/librarians/programs/erate/Pages/default.aspx
- KDLA Archived Webinars page
 - http://kdla.ky.gov/librarians/staffdevelopment/Pages/K DLAArchivedWebinars.aspx
- USAC Client Services Bureau
 - 1-888-203-8100
- USAC Trainings & Outreach page
 - http://www.usac.org/sl/about/outreach/default.aspx

Sign up for KYTECH LISTSERV®

For Library Technology Support Staff:

- KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- TO SUBSCRIBE: Send a blank message to: joinkytech@listserv.ky.gov
- E-rate updates and reminders are posted to KYTECH

Archived Recording

In the next week, the recording of this presentation will be posted on the KDLA Archived Webinars page:

https://kdla.ky.gov/librarians/staffdevelopment/Pages/KDLAArchivedWebinars.aspx





The Digital Toolbox: Lending Mobile Hotspots & Laptops

Tuesday, February 6, 2018 at 2:00 pm ET/1:00 pm CT

Learn about McCracken County Public Library's Digital Toolbox pilot program to loan mobile hotspots & laptops outside the library and teach digital literacy skills for effective use of those devices. 1 hour.

Register for these webinars and more at KDLA's Continuing Education Events Calendar:

https://kdla.ky.gov/librarians/staffdevelopment/Pages/ContinuingEducationCalendar.aspx

Thank you for attending!

Please complete our brief survey. Your responses help us to improve training and are used for KDLA's grant reporting: https://www.surveymonkey.com/r/erate2018471cat two



This project was made possible in part by the Institute of Museum and Library Services.

Lauren Abner

Technology Consultant

lauren.abner@ky.gov

(502) 564-1728